



## National World War I Museum and Memorial Intern Program Area: Collections (Archives)

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**Intern Position:** Collections (Archives) Intern

**Reports To:** Registrar

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**Program Summary:** This is an unpaid internship program. This program will focus on cataloging two-dimensional archival collections materials including, but not limited to, letters, diaries, photographs and journals under the guidance of the Registrar.

Interns in this position will learn archival methods, data management and project organization.

The intern is expected to embrace the National World War I Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of their intern duties.

Schedule: Flexible based on availability.

**Areas of Concentration:**

- Become familiar with Museum content, including the completion of selected texts prior to beginning the internship program.
- Assist with the cataloging of letter collections and other two-dimensional archival materials.
- Assist in management of PastPerfect database.
- Perform other duties as assigned.

**Preferred Experiences/Aptitudes:**

- Attention to detail.
- Ability to identify key information in a document.
- Experience cataloging two dimensional archival materials, particularly letters.
- Ability to organize information in a logical sequence
- Proficient with PastPerfect.
- Graduate level student preferred. Some level of college coursework required.